

Attachment G

SAMPLE LETTER

SOCIAL SECURITY NUMBER: <SSN>

PREVIOUSLY, WE SENT YOU A NOTICE, ON BEHALF OF THE U.S. DEPARTMENT OF EDUCATION (ED), STATING THAT UNLESS YOU TOOK CERTAIN ACTIONS, ED WOULD ASK THE TREASURY DEPARTMENT TO OFFSET ANY FEDERAL AND/OR STATE MONIES YOU WOULD BE ELIGIBLE TO RECEIVE, INCLUDING FEDERAL TAX REFUNDS, TO PAY THE DEFAULTED STUDENT DEBT YOU OWE.

THIS NOTICE IS TO INFORM YOU THAT WE HAVE REQUESTED ED TO NOTIFY THE TREASURY DEPARTMENT TO SUSPEND OFFSET ACTION AT THIS TIME. HOWEVER, PLEASE UNDERSTAND THAT THERE MAY BE SOME DELAY BEFORE THIS REQUEST FOR SUSPENSION TAKES EFFECT, BECAUSE THE TREASURY DEPARTMENT MUST COMPLETE A NUMBER OF STEPS TO IMPLEMENT THIS REQUEST. IF YOU EXPECT TO RECEIVE A FEDERAL INCOME TAX REFUND, WE ADVISE THAT YOU WAIT AT LEAST 4 WEEKS BEFORE FILING YOUR RETURN, OR CALL THE IRS AT 800-829-1040 TO CONFIRM THAT YOUR REFUND WILL NOT BE WITHHELD ON ACCOUNT OF THIS DEBT.

ADDITIONALLY, IF OFFSET ACTION IS SUSPENDED ON YOUR DEBT AT THIS TIME, PLEASE BE ADVISED THAT WE WILL REINSTATE THE REQUEST FOR OFFSET BY THE TREASURY DEPARTMENT, WITHOUT FURTHER NOTICE, IF THE CIRCUMSTANCES ON WHICH THIS SUSPENSION IS BASED CHANGE (FOR EXAMPLE: YOU FAIL TO MAKE TIMELY PAYMENTS, YOUR DEBT IS DETERMINED TO BE NON-DISCHARGEABLE THROUGH BANKRUPTCY, A DETERMINATION IS MADE AS TO THE COLLECTABILITY OF YOUR DEBT, ETC.).

THIS NOTICE DOES NOT APPLY TO ANY OTHER STUDENT LOAN/GRANT DEBT FOR WHICH YOU MAY HAVE RECEIVED A NOTICE OF PROPOSED TREASURY OFFSET FROM ANOTHER STATE OR PRIVATE NON-PROFIT GUARANTY AGENCY OR FROM ED. IF YOU RECEIVED SUCH A NOTICE, YOU MUST CONTACT THE GUARANTY AGENCY OR ED, RESPECTIVELY.

IF YOU HAVE ALREADY BEEN OFFSET, RECEIPT OF THIS NOTICE DOES NOT GUARANTEE THAT WE WILL RETURN ANY FUNDS OFFSET, NOR DOES THIS NOTICE MEAN THAT YOU NO LONGER OWE A DEBT.

IF YOU HAVE ANY QUESTIONS ABOUT THIS NOTICE, PLEASE CALL XXX-XXX-XXXX.